



# Access EOTA SharePoint Document Drop-Off

## SharePoint Quick Guide

Access the EOTA SharePoint Document Drop-off to view, download, save and or print documents.

**Step #1:** Enter <https://sp.eota.energy.gov> into your browser url bar, then press **↵** Enter key on your keyboard

**Step #2:** Enter correct **username** and **password**; if you do not have a username and password select **REGISTER**

**Step #3:** Click **Sign In**



### Please Note:

Click **Register** if you do not have an EOTA Account.

**Step #4:** Click **EOTA Operations**

1

2

3

Sign In

Search this site...

Emergency Operations Training Academy EOTA

\*\*\*WARNING\*\*\*WARNING\*\*\*WARNING\*\*\*WARNING\*\*\*

This is a Department of Energy (DOE) computer system. DOE computer systems are provided for the processing of official U.S. Government information only. All data contained within DOE computer systems is owned by the DOE, and may be audited, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner, by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may disclose any potential evidence of crime found on DOE computer systems to appropriate authorities.

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\*\*\*WARNING\*\*\*WARNING\*\*\*WARNING\*\*\*WARNING\*\*\*

General Information

About Emergency Operations Training Academy

General Information and Training

The Emergency Operations Training Academy (EOTA) has established this

Log In

Username: \*

Password: \*

Sign In

Forgot Password | Register

Important Links

Domestic Nuclear Detection Office



**Quick Tip:** Click the **Forgot Password** link to recover your password.

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Site Actions

Browse

Page

Search this site...

EOTA Operations

DI DO Home

Other Sites

SharePoint Help

Emergency Operations Training Academy (EOTA)

This is a restricted SharePoint site used by EOTA members for course/project development and collaboration.

Domestic Nuclear Detection Office (DNDO)

The Domestic Nuclear Detection Office (DNDO) is a jointly staffed agency within the Department of Homeland Security. DNDO is the primary entity in the U.S. government for implementing domestic nuclear detection efforts for a managed and coordinated response to radiological and nuclear threats, as well as integration of federal nuclear forensics programs. Additionally, DNDO is charged with coordinating the development of the global nuclear detection and reporting architecture, with partners from federal, state, local, and international governments and the private sector.

Radiological Assistance Program (First Responders)

The First Responder's mission is to support our citizens and other first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

Training... it's what we do.

Emergency Operations Training Academy EOTA



# Access EOTA SharePoint

## Document Drop-Off

### SharePoint Quick Guide

**Step #5:** Click on **Document Drop-Off**, under EOTA Libraries in the side menu

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Site Actions | Browse | Page

Search this site... | EOTA Home | EOTA Operations | DNDO Home | Other Sites | SharePoint Help

### EOTA Group Calendar

March, 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 Nicole out early De 11:00 am Staff mtg	6 Gilbert-PTO	7
8	9	10	11	12	13 Nicole Off - MO	14
15	16	17	18	19	20	21
22	23	24	25	26	27 12:30 pm - 2:30 pm Nicole Dr. Appt	28
29	30	31	1 Melissa Off	2	3 Stan Out - MO	4

**EOTA Libraries**

- Document Drop-off
- Pictures
- Videos

**Step #6:** The Share Documents screen will appear, click the desired folder

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Site Actions | Library Tools | Documents | Library

Search this site... | EOTA Home | EOTA Operations | DNDO Home | Other Sites | SharePoint Help

### Shared Documents > All Documents

Type	Name	Modified	Modified By	Checked Out To	Version	Check In Comment
Folder	Audio	2/6/2015 10:04 AM	Stan Day		1.0	
Folder	EXR104DW Exercise Control	3/12/2015 2:28 PM	Stan Day		1.0	
Document	2014-2018 EOTA Strategic Plan	8/5/2013 10:33 AM	Data Manager		1.0	
Document	Module 1 Field Monitoring Instrumentation	2/27/2014 5:29 PM	Elizabeth Becerril		0.1	
Document	Module 2 Environmental Sample Collection	2/27/2014 5:30 PM	Elizabeth Becerril		0.1	

+ Add document

**EOTA Libraries**

- Document Drop-off
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https://sp.eota.energy.gov/sites/eotaops/Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2Feotaops%2FDocuments%2FEXR104DW Exercise Control&FolderCTID=0x012000829B02EBFF4785...



# Access EOTA SharePoint

## Document Drop-Off

### SharePoint Quick Guide

**Step #7:** A list of all the files located in the selected folder will appear by:

- Type
- Name
- Last date it was modified
- Who it was modified by
- Checked out status
- Current version
- Check in status

Site Actions | Library Tools | Documents | Library

Search this site... | EOTA Home | EOTA Operations | DNDO Home | Other Sites | SharePoint Help

Shared Documents | EXR104DW Exercise Control | All Documents

Type	Name	Modified	Modified By	Checked Out To	Version	Check In
Document	EXR 104DW_ALL_ISDF-017 Track Change Sheet 12_1026 NEW	3/12/2015 2:37 PM	Jennifer "Jenn" Hutchins		0.1	
Document	EXR 104DW_FAQ_Storyboard(v1)_Ready for 1st SME Review NEW	3/12/2015 2:30 PM	Jennifer "Jenn" Hutchins		0.1	
Document	EXR 104DW_LESSON 1_Storyboard(v1)_Ready for 1st SME Review NEW	3/12/2015 2:30 PM	Jennifer "Jenn" Hutchins		0.1	
Document	EXR 104DW_LESSON 2_Storyboard(v1)_Ready for 1st SME Review NEW	3/12/2015 2:31 PM	Jennifer "Jenn" Hutchins		0.1	
Document	EXR 104DW_LESSON 3_Storyboard(v1)_Ready for 1st SME Review NEW	3/12/2015 2:31 PM	Jennifer "Jenn" Hutchins		0.1	
Document	EXR 104DW_LESSON 4_Storyboard(v1)_Ready for 1st SME Review NEW	3/12/2015 2:31 PM	Jennifer "Jenn" Hutchins		0.1	
Document	EXR 104DW_OVERVIEW_Storyboard(v1)_Ready for 1st SME Review NEW	3/12/2015 2:32 PM	Jennifer "Jenn" Hutchins		0.1	
Document	EXR 104DW_RESOURCES_Storyboard(v1)_Ready for 1st SME Review NEW	3/12/2015 2:32 PM	Jennifer "Jenn" Hutchins		0.1	
Document	EXR 104DW_REVIEW_Storyboard(v1)_Ready for 1st SME Review NEW	3/12/2015 2:32 PM	Jennifer "Jenn" Hutchins		0.1	

+ Add document

EOTA Libraries | Document Drop-off | Pictures | Videos

**Step #8:** Click on the (drop down arrow) next to the desired file to view your options

**Step #9:** Select **Check Out** so that other team members know the file's current status

Site Actions | Library Tools | Documents | Library

Search this site... | EOTA Home | EOTA Operations | DNDO Home | Other Sites | SharePoint Help

Shared Documents | EXR104DW Exercise Control | All Documents

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Document	EXR 104DW_REVIEW_Storyboard(v1)_Ready for 1st SME Review NEW	3/12/2015 2:32 PM	Jennifer "Jenn" Hutchins	

+ Add document

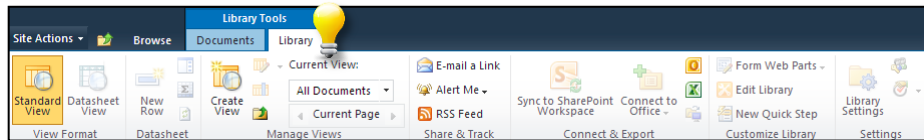
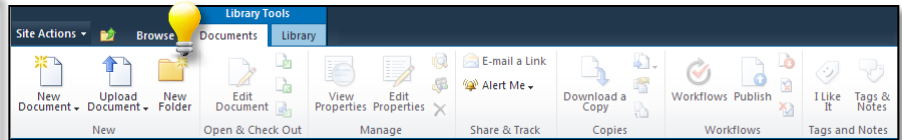
EOTA Libraries | Document Drop-off | Pictures | Videos




# Access EOTA SharePoint

## Document Drop-Off

### SharePoint Quick Guide



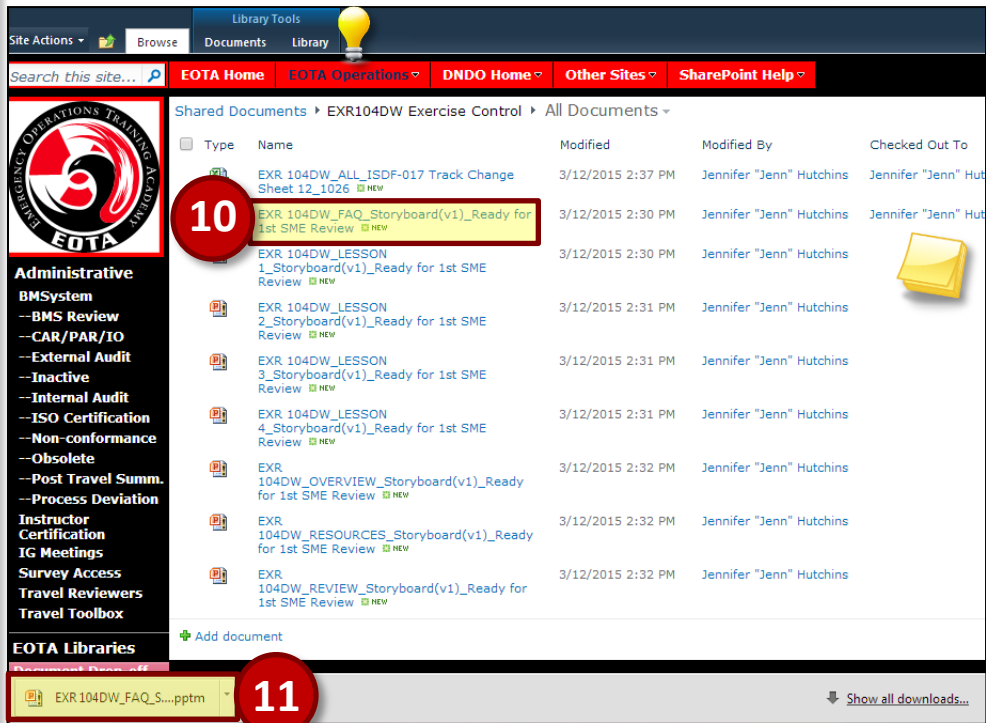
 **Quick Tip:** Click the Documents or Library for additional tools and options.














#### Please Note:

Your name appears in the **Checked Out To** column.

**Step #10:** Click on the blue title of the file that you just checked out



Type	Name	Modified	Modified By	Checked Out To
	EXR 104DW_ALL_ISDF-017 Track Change Sheet 12_1026 	3/12/2015 2:37 PM	Jennifer "Jenn" Hutchins	Jennifer "Jenn" Hutchins
	<b>EXR 104DW_FAQ_Storyboard(v1)_Ready for 1st SME Review </b>	3/12/2015 2:30 PM	Jennifer "Jenn" Hutchins	Jennifer "Jenn" Hutchins
	EXR 104DW_LESSON 1_Storyboard(v1)_Ready for 1st SME Review 	3/12/2015 2:30 PM	Jennifer "Jenn" Hutchins	
	EXR 104DW_LESSON 2_Storyboard(v1)_Ready for 1st SME Review 	3/12/2015 2:31 PM	Jennifer "Jenn" Hutchins	
	EXR 104DW_LESSON 3_Storyboard(v1)_Ready for 1st SME Review 	3/12/2015 2:31 PM	Jennifer "Jenn" Hutchins	
	EXR 104DW_LESSON 4_Storyboard(v1)_Ready for 1st SME Review 	3/12/2015 2:31 PM	Jennifer "Jenn" Hutchins	
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	EXR 104DW_RESOURCES_Storyboard(v1)_Ready for 1st SME Review 	3/12/2015 2:32 PM	Jennifer "Jenn" Hutchins	
	EXR 104DW_REVIEW_Storyboard(v1)_Ready for 1st SME Review 	3/12/2015 2:32 PM	Jennifer "Jenn" Hutchins	

**11**  EXR 104DW\_FAQ\_S...pptm  Show all downloads...

**Step #11:** Click on the **download link** at the bottom of your screen to open, download, save, or print this file



**For SharePoint help:** Scott Stoudenmire

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**For EOTA LMS assistance:** Janet Lee

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